

## FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr. Word Processing Typist</u>	CLASSIFICATION CODE: <u>02423300</u>
	SALARY RANGE: <u>(0312A) \$32335-34944</u>	REFERENCE POSITION NO.: <u>1257-10000-262</u>
	Department of Human Services	APPLICATION PERIOD: <u>1/19/12-1/25/12</u>
	Division/Section/Unit <u>Child Support Services</u>	GRACE PERIOD ENDS <u>1/28/2012</u>
	Assignment(s) / Comments <u>Must submit a typing proficiency of 40 net wpm for 5 minutes with your application</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Child Support Services</u>
	Restrictions/Limitations: <u>none</u>	<u>77 Dorrance Street, Providence</u>
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No <u>      </u>
	Name of Bargaining Unit Union: <u>Council 94, Local 2882</u>	
	There is * <u>  </u> is not <u>  X  </u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>• The title of the position for which you are applying</li> <li>• Title of your present position and how you received it</li> <li>• Date you entered State service</li> <li>• Name of department where you are currently employed</li> <li>• Your business telephone number</li> <li>• Present Union Affiliations</li> </ul>	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <b>no civil service</b> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li>• <b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li>• <b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	<p><b>Previous applicants need not re-apply</b></p>	
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>  <p style="text-align: center;"><b>Please refer to attachment</b></p>	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> <u>Education:</u> Such as may have been gained through: graduation from a senior high school including or supplemented by courses in typing and the operation of automatic typewriting equipment and including the use of spreadsheets and scientific programs; and <u>Experience:</u> Such as may have been gained through: employment in performing automatic typing and office tasks of a complex nature including the use of spreadsheets and scientific programs. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>* Must submit a typing proficiency of 40 net wpm for 5 minutes</b>	
Where to Apply	<p>Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME to:</b></p> <p>Maria Morrison OHHS Human Resources Service Center Benjamin Rush Building, # 55 55 Howard Avenue Cranston, RI 02920</p> <p><b>Fax and email applications will not be acknowledged. US mail Only.</b> TTY/TDD #: <u>711</u> (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

REPOST

**DEPARTMENT OF HUMAN SERVICES  
DIVISION OF CHILD SUPPORT SERVICES**

**Senior Word Processing Typist  
1257-10000- 262**

**Duties and Responsibilities:**

The Senior Word Processing typist will provide secretarial support for the Associate Director, including but not limited to, preparing Microsoft word documents, scheduling appointments, responding to calls, filing, typing. The Senior Word Processing Typist will also be responsible for entering the court orders on the In Rhodes System. Once cases are processed for court it results in the entry of an order by the court. The typist enters the order from an attorney draft order. The significance of this is it allows for child support payments to be posted by the Family Court and distributed to families or retained by the state. In addition to the order entry, the typist assists with other clerical functions such as answering main phone line when needed, collecting time sheets, notifying parties of court dates by sending certified mail and responding to housing requests. Applicant must be proficient in Microsoft word, PowerPoint, and Excel. And other related duties as required.